



UNITED STATES MARINE CORPS

4TH FORCE SERVICE SUPPORT GROUP
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

GruO 5216.1E

G1

28 Jul 03

GROUP ORDER 5216.1E

From: Commanding General
To: Distribution List

Subj: CORRESPONDENCE CODES FOR HEADQUARTERS, 4TH FORCE SERVICE
SUPPORT GROUP

Ref: (a) MCO 5216.9T
(b) SECNAVINST 5216.5D

Encl: (1) Correspondence Codes for Headquarters, 4th Force
Service Support Group

1. Purpose. To establish the use of correspondence codes for the 4th Force Service Support Group (4th FSSG) on correspondence and electronically transmitted messages addressed to/from the 4th Force Service Support Group Headquarters.

2. Cancellation. GruO 5216.1D.

3. Background. The use of proper correspondence codes identifying correspondence addressed to/from 4th FSSG greatly enhances administrative efficiency. Mail received by this Headquarters with the appropriate correspondence code ensures timely delivery to the appropriate staff section. The lack of an appropriate correspondence code may result in delayed and possibly lost correspondence essential to the success of the mission at hand. In the case of correspondence originating from this Headquarters, proper codes provide a direct point of contact for recipients to respond and more importantly, they identify the section responsible for originating the material.

4. Summary of Revision. The enclosure has been reformatted.

5. Action

a. Correspondence originating at this Headquarters is issued in the name of the Commanding General. Staff sections

will ensure the proper originator code appears on all outgoing correspondence in the upper right hand corner immediately under the Standard Subject Identification Code (SSIC). Two examples are as follows:

(SSIC)	5510	(SSIC)	1080
(Code)	G1	(Code)	C/S
(Date)	1 Jan 00	(Date)	4 Jul 00

The use of appropriate codes in correspondence to higher echelons of command should be implemented. Reference (a) provides guidance.

b. Subordinate units will ensure that proper correspondence codes are used on all correspondence addressed to Commanding General, 4th Force Service Support Group. Reference (b) provides guidance for proper administrative procedures. Ensure the widest dissemination and instruction relative to this subject to facilitate the proper use of codes.

c. The use of correspondence codes in messages by Marine Corps activities is authorized.

(1) Messages originated by this Headquarters will contain the originator's code in the "FROM" line of the message in the format provided below:

FROM: CG FOURTH FSSG//G1//

FROM: CG FOURTH FSSG//G3TRNG//

(2) Subordinate units will ensure that all messages addressed to Commanding General, 4th Force Service Support Group contain the proper code in the "TO" line in the format provided below:

TO: CG FOURTH FSSG//G3OPS//

TO: CG FOURTH FSSG//ADJ//

Use of the subordinate unit's originator code in the "FROM" line of their messages should be implemented as well.

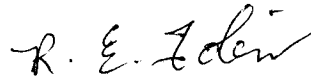
(3) Use of codes in messages will be limited to (action and info addressees only) and will not be used for internal distribution by the originator. In the case of messages addressed to Commanding General, 4th Force Service Support Group;

if more than one code is necessary, the first code will be the action code, as shown in the format provided below:

TO: CG FOURTH FSSG//G3TRNG/G2/G1//

d. All correspondence addressed to/from this Headquarters will contain the appropriate correspondence code as prescribed in the enclosure.

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



R. E. TOBIN
Chief of Staff

DISTRIBUTION: A

Copy to: Staff Sections, Hq, 4th FSSG

CORRESPONDENCE CODES FOR HEADQUARTERS,
4TH FORCE SERVICE SUPPORT GROUP

<u>OFFICE</u>	<u>CODE</u>
Commanding General	CG
Deputy Commander	DEP
Chief of Staff	C/S
Sergeant Major	SGTMAJ
Chaplain	CHAP
AC/S G-1	G1
Adjutant	ADJ
Personnel Officer	G1P
Staff Judge Advocate	SJA
Family Readiness Officer	FRO
AC/S G-2	G2
AC/S G-3	G3
Operations	G3OPS
Training	G3TRNG
AC/S G-4	G4
Medical	G4MED
AC/S G-5	G5
AC/S G-6	G6
AC/S G-7	G7
AC/S G-8	G8

ENCLOSURE (1)